Using the eSTART My Calendar Widget

eSTART
State of Alabama

## Employee Workspace Layout and Navigation

Primary Widget

Maximize / Restore Icon
Click to expand a primary widget to its maximum size. (This will temporarily hide any other widgets.) Click again when maximized to restore to the original size (and unhide your other widgets).

Primary and Secondary Widgets

Workspace layouts vary. All workspaces have at least one primary widget, which is where you do your work. Workspaces can also have one or more secondary widgets, that you can choose to promote to the primary position if you need to work in them.
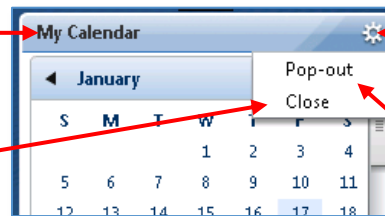
Secondary Widgets
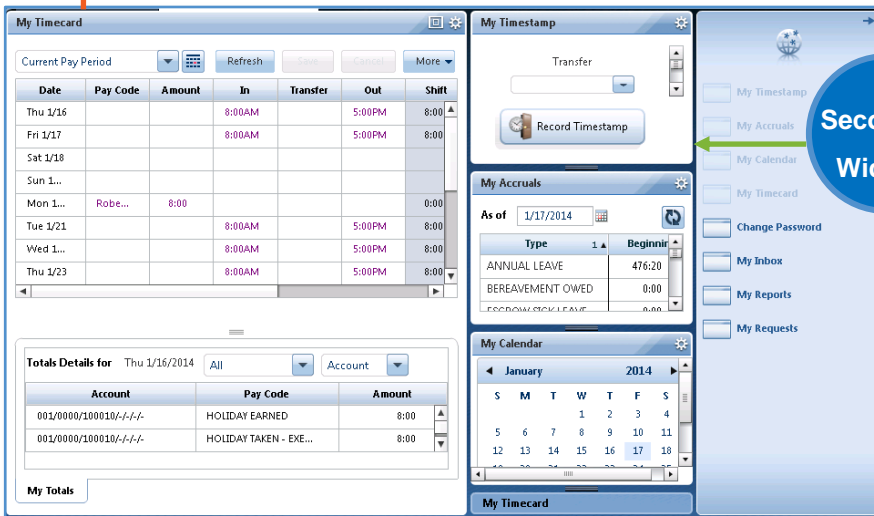
Usable Secondary Widgets
In most cases secondary widgets are only informational until promoted to a primary position. However, some widgets, like My Timestamp, have functioning parts when in the secondary position.

Title Bar
Click and drag a secondary widget's title bar to swap it with another widget or to return it to the Related Items pane.

Close Option
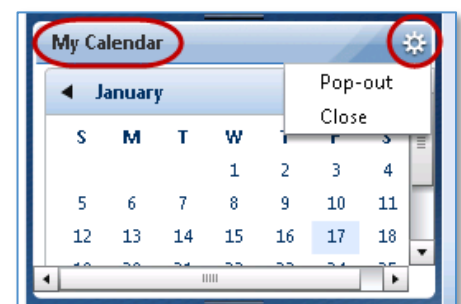Select Close to send a secondary widget back to the Related Items pane.

Gear Icon
Click to view options for moving the widget. Unavailable options will be grayed out. (For example, primary widgets cannot use Close or Pop-out.)
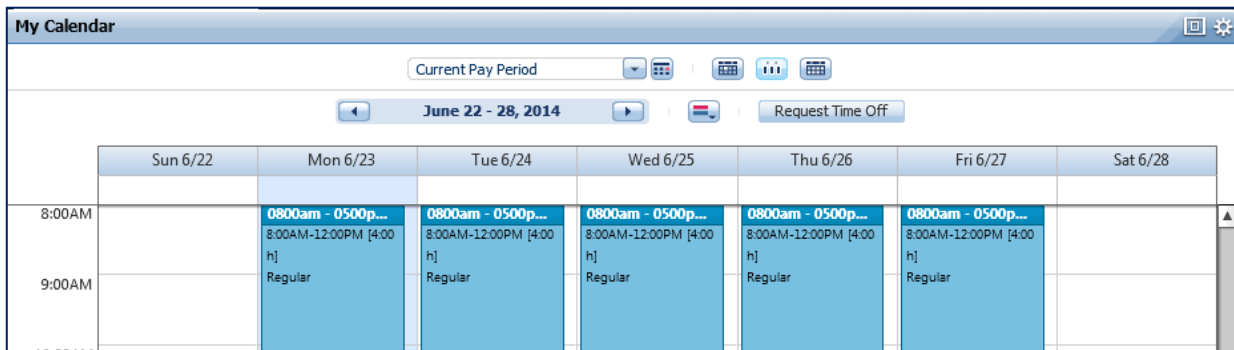
Pop-out Option
Select Pop-out to promote a secondary widget to a primary position.

Accessing the My Calendar Widget

1 In the Employee Workspace, locate the **My Calendar** Widget.

2 Click the gear icon on the **My Calendar** Widget and select **Pop-out**.

3 Click the **Maximize/Restore** Icon to expand the viewable area of the calendar.

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The My Calendar Widget View Options

| Action	Step
To view details of a particular day	Place your cursor over a shift to view details, such as the labor account the hours are assigned to for the shift.
To view different calendar formats	Select [icon] to view one day across the screen.
	Select [icon] to view one week across the screen.
	Select [icon] to view several months across the screen.
To view certain elements in your calendar	Select [icon] to display elements, such as time off requests, holidays, scheduled pay codes, or scheduled shifts. If an item has a check mark, click the item to remove it from the display.

Changing My Calendar Widget View Options

1 From the **Time Period** drop-down list, select the specific time period or click the **Select Dates** button to define your own time span.
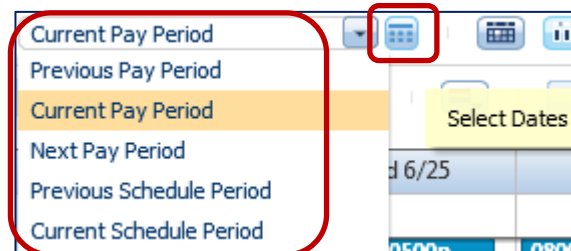
2 Select the view width of the calendar view.

3 Click the arrow to select the elements you want to view in your calendar. If an item has a check mark, click the item to remove it from the display.
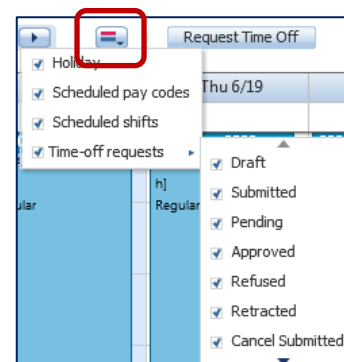
4 Review information in the calendar workspace.